



DIVISION OF DEVELOPMENTAL DISABILITIES  
護理計劃覆查當事人通知書  
CLIENT NOTIFICATION OF PLAN OF CARE REVIEW

日期

致：

\_\_\_\_\_

尊敬的：

您從發展殘障處（DDD）接受另選計劃的 \_\_\_\_\_ 服務。為保持享受這些服務的資格，您的另選計劃護理計劃，須每年制訂一次。

現特通知您，您的另選計畫劃護理計劃（POC）須於 \_\_\_\_\_ 以前予以覆查制訂。

☐ 我擬安排制訂護理計劃會議，並將打電話確定會議日期及時間

☐ 我已確定制訂護理計劃會議的日期為 \_\_\_\_\_ 時間為 \_\_\_\_\_。

制訂護理計劃會議需要您及與您的生活及服務有關之其他人員參加。為保證護理計劃制訂得準確完整，我們感謝您的參與。

隨信附上發展殘障處另選計畫劃及其服務的資訊。如有問題或顧慮，請給我打電話。

謝謝您。

\_\_\_\_\_  
個案管理人員姓名

\_\_\_\_\_  
職務

\_\_\_\_\_  
電話號碼（包括地區號）

\_\_\_\_\_  
電子郵件地址

附件

抄致： 當事人檔案

DSHS 15-291 CH (07/2004)

## **Instructions For POC Notification**

### **When do I use this form?**

You use this forms to notify adult clients with no full legal guardian of the upcoming POC meeting at least 60 days prior to the 365<sup>th</sup> day of the current POC. A POC is effective for 365 days.

### **What form do I use to notify people when the client is a child under age 18 or an adult with a full legal guardian?**

For a child under the age of 18 or an adult with a full legal guardian, you use form DSHS XX-XXX, "Notification of Plan of Care Review" to notify the parent/legal guardian/foster parent of the POC meeting

### **How can I be sure the client has read and understood this notice?**

You will call the person within 10 days of mailing the letter to explain the information.

You must also send a copy of the letter to at least one other person. See WAC 388-825-100 for further information.

### **How do I proceed if the person does not respond and I cannot contact the person by phone?**

If you cannot reach the person by phone or get no response to your phone messages:

- Contact the person's service providers and ask for their assistance
- Schedule the POC meeting with the service provider/family and send this notice again with the POC meeting date and place (2<sup>nd</sup> check box in first paragraph of the letter.

### **Can I have the POC meeting without the person?**

To remain eligible for the Waiver, the person must participate with the service planning. If the person designates a representative, you can meet with the designated person but the client must agree to and sign the Plan of Care.

### **What do I do if I cannot locate the person or the person will not cooperate with service planning?**

Per WAC 388-845-0060, if the person cannot be located or does not cooperate with service planning, you must proceed with Waiver termination procedures (Form DSHS 10-298). A POC expires after 365 days unless there is an appeal in progress.